

**Town of Needham
Longevity Policy
Personnel Administration #513**

1. PURPOSE AND SCOPE

The purpose of this policy is to establish eligibility and procedural requirements relating to the administration of the longevity program.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

- 4.1 There shall be added to the annual compensation of each full time employee the sum of one hundred and twenty-five dollars (\$125) after the completion of each and every five years of continuous employment prior to the twentieth (20th) year of continuous employment.
- 4.2 Employees completing twenty (20) years of continuous employment shall receive one percent (1%) of base salary for each and every five (5) years of employment, to replace the one hundred and twenty-five dollars (\$125).
- 4.3 For permanent part-time employees hired after July 1, 2000, any longevity payments granted under the terms of this policy will be pro-rated on the basis that their part-time service bears to full-time service.
- 4.4 Department managers (those classified and compensated on the M-Schedule) hired after July 1, 1994 will not be eligible to participate in the longevity program. Individuals newly promoted to department manager positions after July 1, 1994 will not be eligible to participate in the longevity program, unless approved by the Personnel Board in extenuating circumstances.

5. PROCEDURES

- 5.1 **Interruption in Service** Employees eligible to receive longevity who leave Town service in good standing and who return to work within two years will be entitled to receive credit for prior service for the purpose of calculating continuous service for longevity. The length of the absence shall not be included in the calculation of continuous service.
- 5.2 **Military Service** Interruption of employment for the purpose of performing military service under orders shall not be deemed a break in continuous employment with the Town for the purpose of determining longevity eligibility, provided that no employment other than military service under orders is entered into during the period of interruption, and that the

employee returns to Town service within thirty (30) days after honorable discharge from active military service, or immediately upon release from reserve duty.

- 5.3 **School Department Service** Employees who transfer from the School Department to a General Government department may request that the Town Administrator approve the inclusion of such School Department service for the purpose of calculating continuous service for longevity.
- 5.4 **Leaves of Absence** An employee who elects an unpaid leave of absence of more than ten days per fiscal year shall have his/her longevity date adjusted by the number of calendar days spent on unpaid leave, in accordance with the Leave of Absence Policy.